

Minutes Approved at 11/4/13 Directors Eval. Committee Meeting

Minutes Accepted at 11/12/13 COA Meeting

Minutes

Town of Lunenburg

Council on Aging Director's Evaluation Sub-Committee

A meeting of the Council on Aging (COA) Director's Evaluation Sub-Committee was held on Tuesday, October 8, 2013 at 9:30 a.m at the Eagle House Senior Center. Present were committee members Deb Seeley, Jane Doyle, and Barbara Brown. The members of the sub-committee nominated Jane Doyle as Chair; Deb moved, Barbara seconded – vote to elect Jane Doyle as Chair.

The procedure for meeting notices, agendas and minutes was discussed. Meeting notices and agendas must be submitted to Sue Doherty for posting with a 48 hour notice prior to meeting time both in hard copy and electronically via email to Sue. Meeting minutes must be completed in a timely manner for approval and submission as follows: Minutes prepared and presented to Director's Evaluation Sub-Committee for approval; once approved by the Sub-Committee, minutes should be emailed to Sue to include on agenda for next COA meeting for full Board vote. Once final approval is received by COA Board, Sue will forward the approved minutes to the Town Clerk's office.

Members discussed the communication from Doreen regarding her scheduled job evaluation with the Town Manager which will be held on October 17. The committee decided to establish their own timetable for completing the Director's Evaluation as follows:

September – Sub-Committee formed as part of annual Board reorganization

October – First Meeting of Director's Evaluation Sub-Committee (Organizational)

November – Second Meeting (Process discussed and revised as needed)

December – Request COA Director to present & distribute written report of current year measurable goals to the COA Board

March – COA Board receives copy of blank Evaluation Tool with a review of the process by Sub-Committee Chair

April – COA submits their individual evaluations to Sub-Committee who will summarize the results

May – Sub-Committee presents results to COA Board for approval

June – Evaluation process completed, COA Director develops new measurable current year goals; copy sent to COA Director and Town Manager

Other meetings will be called as necessary

Other items discussed were:

Annual review vs. Bi-Annual – this was discussed at the September COA Board meeting and the majority of the Board felt that a Bi-Annual review was sufficient; the Sub-Committee would like to recommend an Annual review

COA Director's Goals – measurable goals should be developed by COA Director on an annual basis and a 6 month status update be given to the COA Board

Self Evaluation – the question was raised if the COA Director is required to do a Self-Evaluation by the Town Manager and if so, should this be part of the COA Evaluation process

Job Evaluation Tool – Ms. Doyle requested clarification/revision for items on the current Evaluation Tool. Changes were approved (see attached revision)

The next meeting of the Director's Evaluation Sub-Committee will be held on Monday, November 4th at 10:00 a.m at the Eagle House. The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Deborah J. Seeley
Member, Director's Evaluation Sub-Committee